

County of San Diego, Health and Human Services Agency (HHS)
CalWORKs Program Guide Letter

Changes to Federal Work Participation Rate (WPR) Data Reporting	Number	Page
	348	1 of 2

Issue date:

02/19/2015

Effective Date:

12/01/2014

Reference:

[All County Letter \(ACL\) 14-51E](#)

[Work Verification Plan \(WVP\) FFY 2015](#)

[All County Welfare Directors Letter 02/02/2015](#)

Purpose:

To update eligibility and employment services staff on the Federal Work Participation Rate (WPR) Data Reporting instructions for Federal Fiscal Year (FFY) 2015.

Background:

The federal Work Participation Rate (WPR) measures the participation of individual(s) in Temporary Assistance for Needy Families (TANF) families that are engaged in work activities that lead to self-sufficiency.

Counties must report work participation data to the California Department of Social Services (CDSS) Federal Data Reporting and Analysis Bureau (FDRAB) on a monthly basis. Instructions are updated every Federal Fiscal Year.

Policy Change:

Additional guidance is provided for:

1. Verifying and documenting supervised and unsupervised homework hours ([ACL 14-51E](#) attachment 1, page 5-6);
2. Projecting employment hours; and
3. Monitoring and collecting data for the cases in the WPR Sample.

Additionally, the survey submission dates were revised.

Summary of Changes:

CPG 10-002.A:

Links to [ACL 14-51](#) have been removed and replaced with [ACL 14-51E](#).

Processing Guide 10-002.A.1:

- Links to [ACL 14-51](#) have been removed and replaced with [ACL 14-51E](#).
- HSS WPR Liaison will notify Eligibility Operations and Employment Services staff of late referrals as a result of the Preliminary Case Review. The E2Lite surveys will then be assigned to Employment Services for completion.
- ECM will make weekly phone calls to the WPR sampled participants to monitor participation.

County of San Diego, Health and Human Services Agency (HHS)
CalWORKs Program Guide Letter

Changes to Federal Work Participation Rate (WPR) Data Reporting	Number	Page
	348	2 of 2

- If the case is within 5-7 hours of meeting the WPR requirements, the WPR Liaison will contact the participant to find out if there are additional activities he/she participated in that may be counted towards meeting the WPR.
- If changes or additional verified hours are reported after the survey has been submitted, the WPR Liaison will contact Eligibility Operations to request the case be returned for correction.

Processing Guide 10-002.A.2:

- Staff have additional flexibility for projecting employment hours:
 - If the participant is newly employed and employer specifies a set number of hours then the worker may use the employer documentation to project weekly hours for the month.
 - The worker may use one full pay cycle to establish the monthly hours then divide by 4.33 to determine weekly hours.

WPR Calendar:

The April 2015 E2Lite survey and CDSS due dates have been changed to 06/11/15 and 06/15/15 respectively.

Impacts:

Automation: N/A

Forms and Document Capture: N/A

Programs Affected: Eligibility and Employment Services staff will be required to adhere to the revised E2Lite survey due dates and enhanced monitoring and data collection efforts.

Quality Control: N/A

References:

[ACL 14-51E](#)

[Work Verification Plan \(WVP\) FFY 2015](#)

[All County Welfare Directors Letter 02/02/2015](#)

[ACIN I-32-07E](#)

[MPP 42-714.1](#)

[MPP 42-714.2](#)

[MPP 42-714.3](#)

Sunset Date:

This policy will be reviewed for continuance by 02/28/2018

Approval for Release:



Handwritten signature of Rick Wanne, dated 2-19-15.

Rick Wanne, Director
Eligibility Operations